



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EDUCATION AND INFORMATION OFFICER	35	B	5.160

#### DEFINITION OF THE CLASS:

Under general supervision, researches issues of concern to the agency and the relevant target population; develops and coordinates educational programs; reviews and monitors courses of instruction and instructors; facilitates communication among the target population and state and federal agencies; develops media releases, newsletters and informational brochures; and performs related work as required. Areas of specialization include: Indian affairs, securities, real estate, and health.

#### EXAMPLES OF WORK:

(The following is used as a partial description and is not restrictive as to duties required.)

Conducts community outreach efforts which include: developing, creating and analyzing needs assessments, surveys and evaluations to determine community attitudes and the target population needing education in a specific area; participating in community groups and agency meetings; creating an awareness of the resources available; encouraging activities to share information and solve problems of interest.

Researches current information on relevant issues in response to inquiries from the public, media, and various agencies and groups; advises and gives technical assistance; participates with public and private agencies in coordinating educational efforts.

Initiates and establishes rapport with the media in order to promote public education; receives inquiries from any media source; acquires information from appropriate sources and ensures accuracy of information released; writes and distributes press releases, columns, and articles.

Educates the public and professionals regarding agency programs by designing and/or presenting educational programs, which includes determining the target group and which educational methods to use; designing visual aids and education materials; coordinating, scheduling and conducting presentations.

Manages grant funded education programs, including preparing requests for proposals; preparing submissions for committee review; chairing a selection committee; preparing program budgets; developing contracts and cooperative agreements; presenting curriculum to a commission for approval; approving expenditure of funds.

May review and monitor educational programs required for licensure to ensure programs are in compliance with statutory requirements by: reviewing and recommending approval or disapproval of courses of instruction and instructors; recommending course accreditation; establishing and implementing procedures for conducting audits of continuing education courses; establishing and implementing procedures for acceptance of alternative education courses; investigating and recommending resolution of student complaints.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of desktop publishing, printing/typesetting terminology, layout and format design. Working knowledge of relevant state and federal laws and regulations. Working knowledge of relevant state and agency policies and procedures. Working knowledge of related agencies and organizations, their services, roles and responsibilities.

Ability to read technical and legal documents and interpret them to the layperson and the media. Ability to negotiate, exchange ideas, information, and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions, or solutions. Ability to create a budget to control expenditures of income. Ability to inspect applications, course materials, and transcripts and judge whether they are similar to or different from prescribed standards. Ability to discuss a variety of job-related topics on short or no notice. Ability to prioritize assignments in order to complete work in a timely manner when there are pressures of deadlines, competing requirements and a heavy workload.

**ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of effective methods of educating adults. Working knowledge of research methods and statistical analysis. Working knowledge of media reporting, effective methods and practices for developing and presenting information to each medium.

Ability to gather, catalog, and disseminate a wide variety of information pertaining to the target population. Ability to scan materials quickly and assimilate pertinent and relative facts. Ability to write grammatically correct articles, press releases, technical reports, and educational materials in a clear and concise manner. Ability to persuade, encourage, inform, and generate interest and enthusiasm through oral presentations and written communications. Ability to establish and maintain cooperative working relationships with co-workers, various agencies and organizations, the media, and the public.

**EDUCATION AND/OR WORK EXPERIENCE:**

**I**

Graduation from an accredited college or university with a Bachelor's degree and major work in an area of specialization relevant to the agency to which assigned and two years of professional experience which included responsibilities for researching, writing, and presenting informational and educational material; OR

**II**

An equivalent combination of education and experience that provides the applicant with the required entry level knowledge, skills and abilities.

EDUCATION AND/OR WORK EXPERIENCE: (cont.)

NOTE: In order to meet the needs of the recruiting agency, the position may require specialized backgrounds or skills which will be identified for each position recruited.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

5.160

ESTABLISHED:	7/1/69
REVISED:	7/27/73
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